

GUILFORD COUNTY SCHOOLS JOB DESCRIPTION

JOB TITLE: DIRECTOR – EC NURSING SERVICES

GENERAL STATEMENT OF JOB

Under limited supervision, performs a variety of supervisory and administrative tasks in monitoring Nursing Services for students served in the Department of Exceptional Children. Work involves providing training and advising EC nursing staff in matters pertaining to the care of students with disabilities. Serves as a liaison between the parents, school, school system and private medical professionals, clinics, and human services agencies. Employee is also required to maintain a variety of records and reports pertaining to data collected and services rendered. Ensures that all State, Federal, local, IDEA and Section 504 guidelines are followed as well as Guilford County Schools' policy/procedures. Reports to the Executive Director of EC Services.

SPECIFIC DUTIES AND RESPONSIBILITIES

ESSENTIAL JOB FUNCTIONS

Oversees all EC nursing services, to include training and supervision of Permanent, Part-time, Interim, and Contracted Nursing personnel.

Ensures that all State, Federal, local, IDEA and Section 504 guidelines are followed (to include training and compliance of all GCS EC nursing staff).

Develops and implements standards, policies and procedures related to EC nursing services for GCS.

Determines the role of the EC Nurse as part of the IEP team.

Evaluates current district EC nursing services for students with medical needs. Plans, develops, and implements a comprehensive EC nursing services program for the district.

Assist nursing staff with assessment of student needs, establishes objectives and priorities, delegates responsibilities, develops strategies to achieve objectives, and evaluates programs.

Coordinates nursing services for students based on physicians' orders, IEP, and ongoing student healthcare needs.

Works with the Executive Director of EC Services to develop communication tools related to EC nursing, for the BOE, school administrators, teachers, parents, and students.

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Prepares or assists in preparation of budgets for EC Nursing Program.

Coordinates with other GCS departments or local agencies to ensure maximum nursing care is provided for students with disabilities.

Works with nursing staff and purchasing department to acquire appropriate equipment, supplies, educational materials, as needed to care for students with disabilities who require nursing care during the school day.

Works with the Staffing Manager to create RFPs, make hiring selections for contractors and permanent nursing staff, monitor attendance, granting leave, taking disciplinary actions, etc. for nursing staff.

Responds to calls and correspondence from parents/teachers regarding EC Nursing concerns and service related questions that cannot be handled within the school setting.

Supervises and conducts performance appraisals of the EC nursing staff.

Works with audit teams as needed to ensure nursing compliance records are maintained.

Responds to emergency medical situations involving EC students. Provides communication to Executive Director as needed to comply with district reporting procedures.

Provides and/or coordinates training to EC teachers in first aid, emergency care, and specific treatment as it relates to student disabilities.

Attends workshops, classes, lectures, etc, as appropriate to enhance and maintain knowledge of trends and developments in the field of nursing with emphasis on care of students with disabilities.

Develops partnerships with local hospitals, mental health clinics, child psychologists, school psychologists, and other medical professionals to facilitate exchange of information.

Serves on various district committees and works closely with the Director of EC Services to deliver nursing information to BOE, Regional Superintendents, Chief of Staff, and/or Superintendent.

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Administers or makes recommendations for routine personnel matters affecting subordinate(s), including recruiting, interviewing, hiring, training, assigning, scheduling, granting leave, appraising and disciplining, etc., and submitting such records and reports as required by Schools system administration.

Makes oral presentations to staff and community groups as part of in-service training about specific health and EC student care concerns, as appropriate. Assists school system administrators and appropriate committees in developing healthcare related programs for EC school staff, parents and students.

Serves on various school system committees, attending meetings and participating in other activities of such groups as appropriate.

Attends seminars, conferences, workshops, classes, lectures, etc., as appropriate, to enhance and maintain knowledge of trends and developments in the field of nursing, reviews professional journals, attends association and professional meetings, and otherwise maintains contacts with nursing and school system staff to facilitate exchange of information.

ADDITIONAL JOB FUNCTIONS

Performs other related work as required.

MINIMUM TRAINING AND EXPERIENCE

Master's degree in nursing, with 5 years of professional nursing experience and 3 years of supervisory experience preferred, including knowledge of potential health/physical problems/needs of students with disabilities (both healthy and those with chronic conditions) or any equivalent combination of training and experience which provides the required knowledge, skills and abilities.

SPECIAL REQUIREMENT

Registered as a Nurse by the North Carolina Board of Nursing.

MINIMUM QUALIFICATIONS OR STANDARDS REQUIRED TO PERFORM ESSENTIAL JOB FUNCTIONS

Physical Requirements: Must be able to operate a variety of equipment including computers,

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blood pressure machines, oxygen tanks, suction machines, feeding pumps, etc. Must be able to exert up to 100 pounds of force occasionally and/or 20 pounds of force frequently, and/or a negligible amount of force frequently or constantly to lift, carry, push, pull or otherwise move objects. Due to amount of time spent standing and/or walking, physical requirements are consistent with those for Medium Work.

Data Conception: Requires the ability to compare and/or judge the readily observable, functional, structural, or composite characteristics (whether similar to or divergent from obvious standards) of data, people or things.

Interpersonal Communication: Requires the ability to speak and/or signal people to convey or exchange information. Includes giving instructions, assignments and/or directions to assistants or subordinates.

Language Ability: Requires the ability to read a variety of correspondence, referrals, medical records, newsletters, notes, charts, etc. Requires the ability to prepare correspondence, reports, forms, plans, logs, charts, etc.

Intelligence: Requires the ability to apply principles of logical or scientific thinking to define problems, collect data, establish facts and draw valid conclusions; to interpret an extensive variety of technical instructions in mathematical or diagrammatic form; deal with several abstract and concrete variables.

Verbal Aptitude: Requires the ability to record and deliver information, to explain procedures, to follow oral and written instructions. Must be able to communicate effectively and efficiently using medical terminology.

Numerical Aptitude: Requires the ability to utilize mathematical formulas; to add and subtract; multiply and divide; utilize decimals and percentages.

Form/Spatial Aptitude: Requires the ability to inspect items for proper length, width and shape.

Motor Coordination: Requires the ability to coordinate hands and eyes rapidly and accurately in using medical equipment.

Manual Dexterity: Requires the ability to handle a variety of office machines, etc. Must have minimal levels of eye/hand/foot coordination.

Color Discrimination: Requires the ability to differentiate between colors and shades of color.

Interpersonal Temperament: Requires the ability to deal with people beyond giving and receiving instructions. Must be adaptable to performing under stress and when confronted with

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persons acting under stress.

Physical Communication: Requires the ability to talk and hear: (Talking: expressing or exchanging ideas by means of spoken words. Hearing: perceiving nature of sounds by ear). Must be able to communicate via telephone.

KNOWLEDGE, SKILLS AND ABILITIES

Thorough knowledge of the North Carolina Nurse Practice Act.

Thorough knowledge of IDEA regulations.

Thorough knowledge of local, state, and federal law regarding students with disabilities.

Considerable knowledge of emergency and routine medical procedures.

Considerable knowledge of health care agencies and institutions in the area.

Considerable knowledge of current literature, trends and developments in the field of special education and nursing.

General knowledge of the principles of supervision, organization and administration.

Skill in performing health screenings and medical examinations.

Ability to perform a variety of emergency medical procedures.

Ability to train others in first aid and emergency care.

Ability to assess the needs of students and develop a plan to meet those needs.

Ability to communicate effectively both orally and in writing.

Ability to maintain complete and accurate records and to develop simple reports from those records.

Ability to establish and maintain effective working relationships as necessitated by work assignments.

DISCLAIMER

The preceding job description has been designed to indicate the general nature and level of work performed by employees within this classification. It is not designed to contain or be interpreted

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as a comprehensive inventory of all duties, responsibilities, and qualifications required of employees to this job.